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**OFFICE OF PUBLIC INSTRUCTION**

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**Linda McCulloch**  
Superintendent

February 22, 2005

To: District Superintendents  
District Clerks  
Building Principals  
District Test Coordinators

From: Madalyn Quinlan, Chief of Staff

Subject: Enrollment Count during Testing Cycle

**Testing Cycle Window (March 7, 2005 – March 30, 2005)**  
**Count is due To the OPI by April 22, 2005**

During the CRT test cycle, schools are required to submit an enrollment count to the Office of Public Instruction (OPI). OPI cannot determine whether your school or district makes Adequate Yearly Progress (AYP) without this enrollment and attendance data. The enrollment count will be used to calculate test participation and attendance rates. If the OPI does not have the correct enrollment count for each demographic category we cannot calculate the correct rates. It is important to verify that the demographics reported with the student enrollment counts are correct and match the demographics reported on the test booklets.

For the testing cycle enrollment count:

- The count date is the last day that the CRT is administered to a student at your school. Schools must submit enrollment and absence counts for all students in all grades, not just the grades that are tested in the CRT.
- Schools will be asked for the number of students that attend less than an average of an hour of classes per day for the tested grades (less than 180 hours per year).
- Enrolled, absent and part-time counts will be reported by grade, gender and racial/ethnic category.
- All counts will need to be further disaggregated by student eligibility for the National School Lunch Free and Reduced Lunch program, Special Education under the Individuals with Disabilities Education Act, Limited English Proficiency, and Migrant programs. To be counted as eligible for Migrant programs the student should have a Certificate of Eligibility (COE).

Although this count is similar to the Fall Annual Data Collection (ADC) enrollment count there are some differences:

- All enrolled students should be included in the count, even those who have been absent for more than 10 days.
- Un-graded students should be counted at their age-appropriate grade-level.
- Part-time students under 180 hours should be counted in all grades but will be additionally reported on a separate line for tested grades.
- The counts do not need to exactly match MAEFAIRS enrollment counts.
- Count dates will vary between schools.

Counts may be submitted electronically through the Office of Public Instruction, Annual Data Collection (ADC), using the IRIS reporting system. Blank forms for paper filers and additional information on the enrollment reporting process will be available on the Annual Data Collection webpage, <http://www.opi.state.mt.us/adc/Index.html>, after March 1, 2005.

Districts should submit enrollment counts to County Superintendents by April 15, 2005 and to the Office of Public Instruction by April 22, 2005. For further information please call Linda Atwood, [latwood@mt.gov](mailto:latwood@mt.gov), at (406) 444-6712 or Andy Boehm, [aboehm@mt.gov](mailto:aboehm@mt.gov), at (406) 444-0375.

OPI understands that this enrollment count imposes a significant data burden on school districts. We appreciate your time and effort in providing this enrollment and attendance data to the Office of Public Instruction. At Superintendent McCulloch's request, the Governor has included a proposal for an Education Data Warehouse and Student Information System in his Executive Budget Proposal. If our funding request for this project continues to move forward during the 2005 legislative session, OPI will be funded for the development of a student level record system that will help ease the reporting burden in the future, once the new system is implemented.